



Job Title: Executive Director
Reports to: AMCAL Board of Directors
Job Type: Full-time, regular
Primary Location: On-site, Pointe-Claire

AMCAL Family Services (www.amcal.ca) is a West Island non-profit organization founded in 1975 which serves families facing conflict relationships, through its residential, clinical and outreach programs. AMCAL operates from a systemic, strengths-based, solution-focused theoretical orientation:

Systemic

The agency takes a holistic and multidisciplinary approach to collaborating with clients, staff, other professionals, and community organizations, to best address the core issues its clients identify and promote a continuum of care for families facing challenges.

Strengths-Based

Our programs & services emphasize the exploration of individual and family competencies, building on their existing strengths and resources.

Solution-Focused

AMCAL's programs & services identify clear goals, employ parent-supportive practices, & develop strategies, promote accountability, and evaluate progress, to promote positive change and healthier families.

Position Summary and Primary Responsibilities:

The Executive Director (ED) is the bridge between the various stakeholders: the Board, the staff, the clients, the donors/sponsors, the community, and the agencies. The ED is responsible for:

1. Human Resources: oversees the Clinical Director and 6 other Managerial staff members, who in turn manage the program coordinators
2. Operations: is responsible for program implementation and oversight of AMCAL's property
3. Finances: is responsible for fundraising and revenue generation, budgets and reporting
4. Development: acts as an ambassador for AMCAL at relevant events (PR, public speaking, liaison with 3 levels of government) and continually seeks to grow and/or adapt the organization to service families

Required Competencies:

- 3 to 5 years of experience in a comparable role
- Possesses a high level of emotional intelligence and proven soft skills experience
- Strong management, organizational and time management skills
- HR:
 - Can recruit, train, evaluate, motivate
 - Can deal with sensitive and challenging team dynamics and complex relational matters
 - Can foster a collegial work environment that is accepting, inclusive and professional
- Finances:
 - Can manage an annual operating budget of at least \$500K, and effectively report data analysis via comprehensible spreadsheets

- Communications:
 - Can communicate effectively, applying both active talking and listening skills
 - Can adapt styles based on context and audience
 - Can synthesize information in a clear and concise manner
 - Can objectively summarize delicate situations
 - Can represent the agency in all forms of media
- Leadership:
 - Can exercise initiative, critical thinking and good judgment
 - Can provide leadership to staff who are working under challenging conditions, promote teamwork
 - Can work effectively with the various stakeholders
 - Can develop and present strategic initiatives that support the organization's purpose
 - Can interpret community needs and translate them into appropriate family support services that focus on clients' needs and satisfaction

Minimum Education and Qualifications:

- Bachelor's degree
- Significant training in Administration/Management
- Fluently bilingual in English and French written and spoken
- Assets: Training in
 - Group & family dynamics, interpersonal relations
 - Social psychology
 - Human Resources
 - Equity, diversity, and inclusion
 - Master's degree
 - Other languages

What AMCAL can offer you:

- An opportunity to do meaningful work that is both purposeful and challenging, that has a tangible impact on the lives of families.
- An opportunity to work with dedicated people who care about what they do
- A forum to implement ideas and strategies for growth without complex bureaucratic systems.
- Autonomy for day-to-day operational decision making
- An opportunity to learn and grow and develop your leadership toolkit, attend continued education and conferences
- A newly renovated facility, by a lake in the heart of a village, with a collegial and comfortable work environment that is welcoming and inclusive
- Realistic work expectations to ensure a healthy life balance. Flexibility in working hours during the week, yet some evening and weekend work will be required
- Group benefits, access to an Employee Assistance Program and an internal wellness program
- A competitive salary reflective of qualifications and experience

Work process:

- This position will be on-site Monday to Friday for the first 6 months with a possibility of working from home one day a week thereafter
- The first 6 months of this position will be considered a probation period. A probation review conducted by the Board will determine the suitability of an extension or otherwise

If interested, please send your CV to Susan Hough, President of AMCAL Board of Directors, susan.hough99@gmail.com